

From: Congdon, Julie
To: [Zokan, Jim](#)
Cc: [Jennings, Jannine](#); [Williams, Jonathan](#); [Sheldrake, Beth](#)
Subject: EMF next week
Date: Tuesday, March 03, 2015 4:02:00 PM
Attachments: [EMF open house email signup sheet - March2015.docx](#)

Hi, Jim –

First off, **THANK YOU!** for being willing to be the “runner”/logistics person for the open houses et al next week. Kay and I (who both can’t make it due to our schedules) are very grateful that you can do this.

I’ve been coordinating things on this end with the contractor, Vivien Melde, for next week.

I know we/the EMF team will be meeting tomorrow at 9am PST/10am MST to check in about the events next week,

but in the meantime, I want to send along a list of things to prep for next week...

- “ easels to hold the posters/displays – **do you have any in the Boise office that can be used?** We’ll need about 3. If you don’t please let me know and I can send some with Jannine and Jonathan
- “ power strips and/or extension cords for any/all electrical needs, e.g., for laptop presentation displays – Simplot might have such equipment as they plan to do some laptop presentations, but it may be good to have on hand in case they don’t or if the venues don’t have any for use
- “ duct tape and/or masking tape – always useful in a pinch at events ;)
- “ pens and a clipboard – for the email sign-up list, if any attendees want to get on the EMF listserv/GovDelivery list that we have. You can use the attached sheet (**please print out 3-5 copies of the sheet**).
- “ foam core/board or similar stiff surface (e.g., cardboard) – for the posters about the Superfund process and the 5-year review process, we’ll need something stiff to clip them to for posting on the easels. **Do you have anything like that on hand in the Boise office?** If not, then some may need to be purchased before the events.

If you have any questions about any of these things or other items, please let me know.

I can update you all tomorrow on the status of the...

- “ poster for the Superfund process
- “ poster for the 5-year review process
- “ fact sheet for the site

Talk to you all tomorrow morning ⚙

Cheers – Julie

From: Sheldrake, Beth
Sent: Tuesday, February 24, 2015 1:05 PM
To: Zokan, Jim
Cc: Werntz, James; Jennings, Jannine; Williams, Jonathan; Congdon, Julie; Johnson, Jennifer S.

Subject: Help with Eastern Michaud Flats public open houses the week of March 9th

Hi, Jim. It was good to talk with you briefly today and thanks for helping us out with the upcoming EMF open houses. We will set up a meeting/call with you next week to talk more about the details and answer any questions you might have.

Here are the dates of the various activities. Superfund Project Managers will be doing site inspections at FMC and Simplot during the day on March 11 and 12 related to the Five Year Review.

March 10 – 1 to 5 pm @ the Red Lion

- “Safety Summit” hosted by FMC and their construction contractors to present information and answer questions related to worker health and safety in advance of the re-start of construction at the FMC operable unit (scheduled for March 16th). You are welcome to attend this although EPA doesn’t really have an official role.

March 11 – 4 to 7:30 pm @ Shoshone Bannock Hotel and Events Center

- Open house on the EMF site focused on upcoming work. Role would primarily be helping project managers make sure everything is set up, being a running of something is needed, maybe helping answer some basic questions, and then pointing folks to others for more detailed questions.

March 12 – 4 to 7:30 pm location in flux, but somewhere in Pocatello/Chubbuck

- Open house on the EMF site focused on upcoming work. Role would primarily be helping project managers make sure everything is set up, being a running of something is needed, maybe helping answer some basic questions, and then pointing folks to others for more detailed questions.

Regarding travel funding, I forgot that we actually use our special accounts for these sites to support travel and all offices in the region have access to those funds. The following are the account codes to use and I would recommend splitting your travel 50/50 between these codes. If your travel preparer has any questions, he/she may contact Jennifer Johnson.

IOO org code + TR2B 303DD2 105XBF00 (FMC)

IOO org code + TR2B 303DD2 105YBF00 (Simplot)

Thanks again for your help, we really appreciate it!

Beth

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Eastern Michaud Flats Superfund Site

Would you like to be added to the email list to get updates about the activities at the site? If so, please note your name and email address below.

Please know that your information will not be shared; it will only be used to add your name to the email listserv specifically to received information about this site.

[illegible]